Operation Guide

Anthony Rubio
Skydiving
Sept. 25, 2006
Skydiving is a tough, dangerous sport. If you would like to learn to skydive you must first take lessons. The first jumps are
Fusion

The Writer

Fusion

Introduction

Thank you for your purchase of this Fusion keyboard.

Designing, manufacturing and supporting the Fusion keyboard is a responsibility we take very seriously. We have made every effort to design a thoughtful, sturdy and easy-to-use learning tool.

It is important for you to know that we stand behind our products and encourage you to call with any problem or suggestion you might have. A representative would be happy to speak with you.

The friendly people at AKT, Inc.

The Writer Fusion

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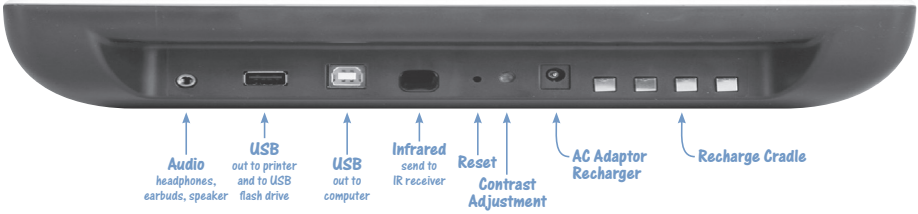
Fusion Connections

Fusion Connections



IR Receiver

Simply plug the Fusion infrared receiver into any Mac or PC USB port, then open a word processing document so that a blank page appears on your computer. On the Fusion, open the document you would like to transfer to the computer. Allign the back of the Fusion with the IR Receiver and press the Send key on your Fusion.

USB Flash Drive

Take your writing home, to the library, or lab to complete

- Back up files
- Transfer files to and from a computer
- Upload new programs

USB Flash Drive

Flash drive not included

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Fusion Start Up

Start Up

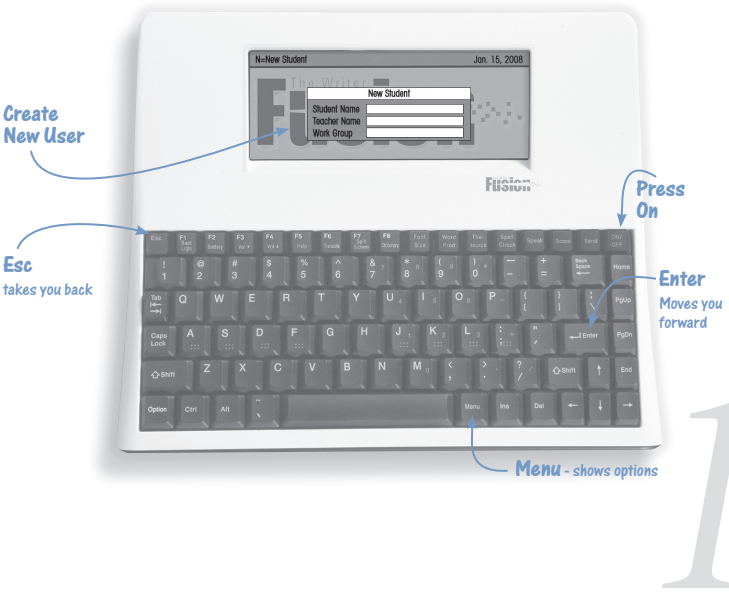
After the battery has been fully charged (see page 3), simply press the ON key. You may be prompted to set time and date. After that Fusion will prompt you to create a *personal desktop* (unless one has already been created).

To create additional personal *desktops*, simply press N. To set the date, press Menu/Setup/Set Clock.

Enter	*will move you forward.*
Esc	*will take you back to a previous screen.*
Menu	*will show all available options. (note: different Fusion screens will offer different options.)*

Start Up

Fusion supports single or multiple users. Each user can be password protected.



Fusion

Rechargable Battery

Your Fusion has a factory-installed rechargeable battery. Be certain that your Fusion unit is fully charged (24 hrs.) prior to use.

To charge: Plug AC adapter into Fusion and check to see that red light on left side comes on indicating "charging." If, after a few seconds, no red light appears, press the reset button (see diagram pg. ii). If date prompt appears – set time and date. Red light must be on for battery charge confirmation. (Pressing reset will not cause files, documents etc. to be deleted.)

Automatic Shutoff

To preserve battery life, the Fusion has two auto-off presets. Preset number one begins when the On key is pressed. The Fusion will automatically turn off in 60 seconds if no other key is depressed. Preset number two begins as soon as a student logs in and begins working on the Fusion. Preset number two is set for 4 minutes. The auto-off presets can be adjusted. Follow these steps: Turn the Fusion on and immediately hold down Ctrl-Alt and tap "P". Enter the Fusion password corresponding to the number shown. A blank screen will appear. Press the Menu key then select "Setup Keyboard" and press Enter. The first two items shown "Idle Shutdown" and "Active Shutdown" are the two auto-off settings. Use arrow keys to adjust.

Fusion Desktop

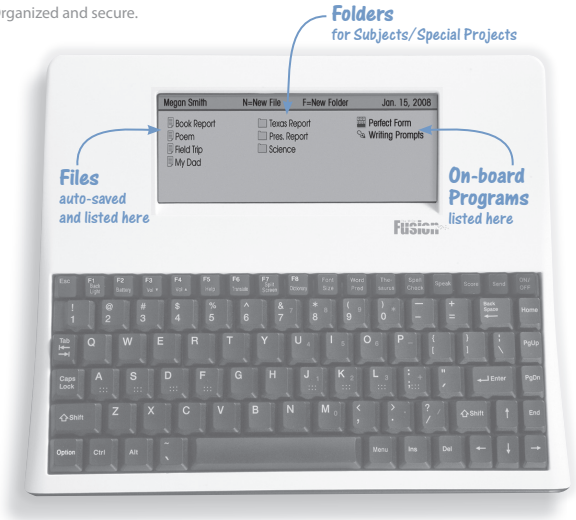
Students create personal password-protectable desktop-style environments. Here Files, Folders and Programs will be listed. Files will be listed in the left column, Folders in the center, and Programs on the right. Press the Menu key to see options.

To password protect student data, press Menu/Setup/Password.

Press N	*to create a new file*
Press F	*to create a folder*
Press Menu	*to see options*

Desktop

Organized and secure.



Fusion Writing

From the "Desktop" press "N" to begin a new file. You will be prompted to name your new file. Type in the file name and press *Enter*. A blank screen will appear – ready to receive your text. By pressing *Esc*, you will exit your file. You will see the name of your file on the desktop. All text is automatically saved.

Use arrow keys to highlight any file you wish to open. Press Enter to open and edit the file. Use the arrow keys to move the cursor up, down, left or right within your file.

While in your file, you can access many programs and features. All features listed in blue on the top row of keys are active. Additionally, while in your file you can press the Menu key to access; cut, copy and paste, speech options, word prediction options, sending options, and special needs options. Pressing Esc will close the Menu.

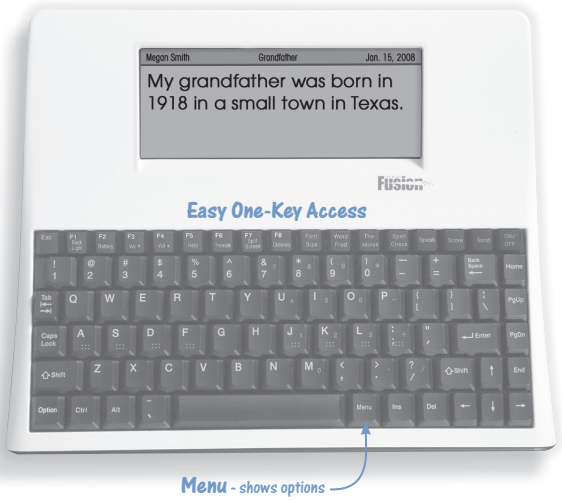
To delete a file, highlight the name of the file on the desktop and press the Del key. Once deleted, your file can not be retrieved.

Writing

Assistive and instructive.

Features

- Font size
- Thesaurus
- Spell check
- Dictionary
- Cut, Copy, Paste
- Auto save
- Score
- Spell check disable



Spell Check

Press "Spell Check" within the document to have the Fusion scan the entire document. Fusion will highlight words within the context of the file that it does not recognize. You can select an option from the words listed at the bottom of the screen or you can press Esc once to edit the word on the screen. To skip the word, press the Spell Check key again.

If your Fusion is equipped with the text to speech feature, spell check options can be heard as they are highlighted.

Thesaurus

Place the cursor within a word and press the "Thesaurus" key. If there are synonyms available they will be listed at the bottom of the screen. Using the arrow keys, highlight the option you would like to insert and press the Enter key.

Press the Thesaurus key multiple times to see different options. Press Esc to exit.

If your Fusion is equipped with the text to speech feature, thesaurus options can be heard as they are highlighted.

Fusion Writing *(continued)*

Score

Pressing the "Score" key while in a file will provide students with text calculations and a tip on improving their writing. *Data offered is:*

1. Number of words within the file
2. Number of sentences
3. Words per sentence
4. iScore

iScore is a unique scoring program. At any time students can press the Score key and the Fusion will generate a rough grade level score. The iSore combines traditional "readability" scoring with additional scoring data to produce an approximate grade level score. As students add, elaborate and extend their writing, their iScore improves. Instant feedback is motivating and informative.

Editor Keys

Editor Keys Quick Guide

Arrow Left	*Move cursor one character back*
Arrow Right	*Move cursor one character forward*
Ctrl-left	*Move cursor one word back*
Crtl-right	*Move cursor one word forward*
Arrow up/dn	*Move cursor one line up or down*
Page up/dn	*Move cursor one page up or down*
Home	*Move cursor to start of line*
End	*Move cursor to end of line*
Ctrl-Home	*Move cursor to beginning of text*
Ctrl-End	*Move cursor to end of text*
Shift-Ctrl-Home	*Highlight all text to the left of cursor*
Shift-Ctrl-End	*Highlight all text to the right of cursor*
Backspace	*Erase character to left of cursor*
Delete	*Erase character to right of cursor*
Ctrl-C	*Copy selected text to clipboard*
Ctrl-X	*Cut selected text to clipboard*
Ctrl-V	*Paste clipboard to text at cursor*

Note: to select text, hold down the shift key to start marking text, and then use any combination of cursor movement keys (listed above), or navigation arrows to select text. Selected text will be highlighted.

Split Screen Vocabulary Program

The Split Screen Vocabulary Program is designed to help students use and learn new vocabulary words.

Words can be inserted into the split screen environment in two ways. One is by typing the words directly into the Fusion using the "Split Screen Program." The other is by creating a word list on your computer, transferring the list to a USB flash drive, then copying the list off the flash drive and onto the Fusion. All words in your list will be available in WordStorm word prediction program.

Creating a Word List on the Fusion

- Create a new file or open to a text screen, then press the "Split Screen" key.
- A "Word List" box will appear and prompt you to type in a word.
- After typing in each word, press Enter.
- When done press Esc. Your word list will appear on the left, a text box on the right.
- To move the cursor back and forth between screens, press the "Split Screen" key.
- To hide the word list, press the "Esc" key.
- To add words to your list, first move the cursor into the List side of the screen, then press the "Ins" key.
- To delete a word from your list, open the split screen to view your word list. Press F7 "Split Screen" to move the cursor into the Word List screen. Highlight the word you wish to delete and press "Del".

Creating a Word List from your computer

- On your computer, open Word Pad (list can be made in any program, but it must be saved as a .txt document).
- At the top of the word list, this must appear:
  <vocab>
- Example: ***<vocab>***
  green
  blue
- Save the file to a USB flash drive as a .txt file.
- Insert the flash drive into your Fusion and open to the "Student Desktop" (where file names are viewed).
- Press the Menu key. The first option is "Folder". Below that you'll see "Load File from USB". (Highlight and press enter)
- You'll see a "Load file from USB" window appear. At the bottom you'll see file names.
- Select the List file you'd like to copy to the Fusion and press Enter.
- Open that file and press "Split Screen" to view the list.

Note: You can add text before your word list. The text will show on the right hand side of the screen.

Example: Create a txt document like the one below and it will show up on your Fusion as shown.

Write a sentence using each of the words in the split screen. Each sentence must be at least 8 words long.
<vocab>
steam
magma
eruption
lava

Steam **Magma** **Eruption** **Lava**	**Write a sentence using each of the words in the split screen. Each sentence must be at least 8 words long.**

File Transfer

The Fusion can transfer files directly into a Mac or PC in three different ways; wireless infrared, using a direct connection to the computer via a USB cable, or using a USB flash drive (see pg. 13).

Sending via Wireless Infrared

Simply plug your Fusion infrared receiver into the USB port on any Mac or PC computer. Open a word processing document on your computer so that the cursor is blinking at the top left of the page. With a file open on your Fusion keyboard, align the back of the Fusion with the infrared receiver (distance one to five feet) and press the Send key.

To send text only, no heading or checklist, press Ctrl/Send.

Sending via USB Cable

Simply plug a USB cable into your computer and the Fusion. Open to a blank document on your computer. Open the file you'd like to send on the Fusion and press the Send key.

Sending to a Printer

You can use a USB cable to send directly to a printer. Open the file you would like to send and press Alt/Send. (Not all printers are compatible.)

Fusion Writing Checklists

Good Writing Checklists allow students to see critical writing components. These checklists help students to become aware of critical components and help students to become more responsible for editing and revising their work.

There are several checklist templates available:

- Good Writing
- Perfect Paragraph
- Multi-Paragraph
- Six Traits of Writing
- Response to Literature
- Persuasive Essay
- Narrative
- Nonfiction
- None

To change the Good Writing Checklist, press Alt/C while in your file. Use right and left arrow keys to select the appropriate checklist.

Adding a custom Writing Checklist

You can add your own custom Writing Checklist. Your checklist will be available to all users when they press Alt/C while in a document.

Follow the steps below to create and add a new Writing Checklist:

1. Turn on your Fusion and wait a moment for the "Current Student:" window to show.

2. Press Crtl/Alt – P and enter the appropriate Super Password to access the "Super User" mode.
3. Open the "Writing Checklist" folder.
4. Press N to create a new file. This new file will be your new "Checklist."
5. Type in the Writing Checklist. (Be sure to begin each item with three underscores ___).
6. When done, press Esc twice to return to the Super User mode, then press Crtl/Alt – P to return to the Current Student list.
7. Your new Checklist is now available to your students. Open a file, press Alt-C and use the arrow keys to select.

Selecting a new Default Checklist

To change the default setting for the Good Writing Checklist:

1. Press Ctrl-Alt-P at the opening screen.
2. Enter the Fusion Password.
3. Open or select the student desktop (F1-F8).
4. Open or create a file.
5. Press Menu / Set Up / Select defaults.
6. Select the new default checklist.
7. Press Esc twice, then Ctrl/Alt-P to exit.

Fusion Memory Expansion

Saving a Fusion document to a USB flash drive

- Insert the USB flash drive into the back of the Fusion
- At the desktop screen on the Fusion (desktop screen displays all files and folders), use the arrows on the keyboard to highlight the file you want to save to the USB flash drive. (Do not open the file, just make sure it is highlighted)
- Press the Menu key on the keyboard and arrow to "Save File to USB." Then press Enter.
- An information box will pop up on the Fusion screen to alert you when the file has been sent to the USB flash drive.

Transferring a document from your computer to the Fusion

- Save your file to your USB flash drive in a "text only" or .txt format.
- A dialogue box may open, warning you that all formatting will be lost, Click OK.
- Insert the USB flash drive into your Fusion.
- Open to the Desktop screen on the Fusion (desktop screen displays all files and folders). Press the Menu key on the keyboard and choose "Load File from USB," then press the Enter key. (If more than one file is available on the flash drive, use the arrow keys to select the file to download to the Fusion.)

Fusion Text to Speech

If you purchased a Fusion with text to speech capabilities, you will need a headset, earbuds or external speakers with a 3.5mm jack to hear text read back.

Fusion offers a number of text to speech options. Students can hear their sentences automatically read back, spell check options, thesaurus options and much more. To see and activate the speak options, turn your Fusion on and press the Menu key or use the shortcuts listed here and on your Hotsheet.

To hear text – *Place the cursor within text, then press the Speak key*

Adjust the volume – *Hold the Option key and tap the F4 or F5 key*

To stop the read-back – *Press the Space Bar*

Adjust read-back speed – *Press Option and Speak*

Spell then speak the word – *Place the cursor on the word, then press Alt-Speak*

Automatically read back sentences – *While in the file, press Alt-S*

Automatically read back word by word – *While in the file, press Alt-W*

Automatically read back each letter as typed – *While in the file, press Alt-L*

Text to Speech

Plug in headphones, earbuds or speakers to hear text.

Features

- Highlights text as it is read
- Auto sentence read-back
- Auto word read-back
- Speed and volume control
- Reads back spell check, thesaurus and word prediction options

Megan Smith
Skydiving
Jan. 15, 2008
Skydiving is a tough, dangerous sport. If you would like to learn to skydive you must first take lessons. The first jumps are
Place cursor within text and press Speak

WordStorm™ Word Prediction

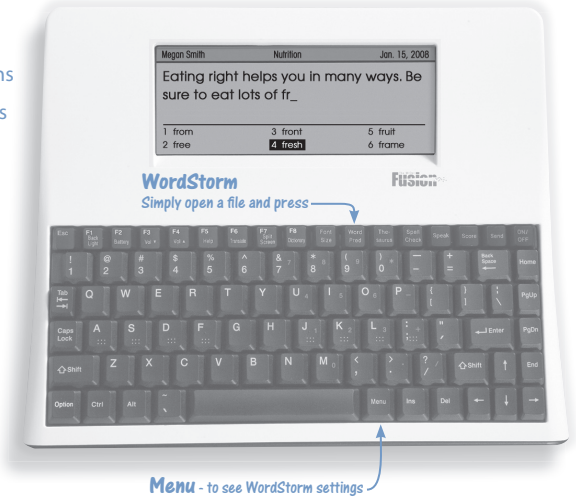
If you purchased a Fusion with WordStorm™ (Fusion's Word Prediction program), simply open a file and press the Word Pred key to activate the program.

WordStorm™ Word Prediction

Easy, intelligent and complete

Features

- Learns new vocabulary as you write
- Corrects phonetic misspellings
- Auto space
- Auto capitalize
- Read back options
- Topic specific lists



WordStorm features and options:

Learn – previously used words become word prediction options (this feature can be disabled)

Spacing – auto space after each selection and end punctuation

Capitalization – first word in each sentence is auto capitalized

Phonetic – options will be offered based on phonetic misspellings

Topic Specific – topic specific words can be added to the prediction dictionary. Create a file and name it "Vocab." Type in the word list. These words will be offered first in the prediction list. (See "Split Screen" for another way to add topic specific word lists.)

Read back – Word option read-back is available on Fusions equipped with Text to Speech. Open your file, press the Menu key; select Predict, then arrow down to Prediction Setup. Select TTS Read Pred. or Prediction Readback and arrow to Yes. To hear a word option, press the corresponding number. Press the number again to insert that word.

Press the Menu key while in a file to view all word prediction options. To type numbers, hold down the Alt key.

Adding word options to WordStorm

If your students are spelling words incorrectly (but phonetically) and they are not showing up in the WordStorm prediction list, you can add those phonetically misspelled words and their correct spelling. (example: you would like to have "durt" show in the option list as "dirt")

Follow the steps below to add phonetically misspelled words and the correct spelling to the WordStorm word prediction library.

1. Turn on your Fusion and wait a moment for the "Current Student:" window to show.
2. Press Crtl/Alt – P and enter the appropriate Super Password to access the "Super User" mode.
3. Open the "Global Data" folder
4. Create a new file and name it phonetic
5. Type in the phonetic misspelling, an equal sign and then the correct spelling. Example: durt = dirt (be sure to place a space on either side of the = sign.)
6. Now place a | (symbol above the /) at the point in the misspelling where you would like to have the correct spelling shown.
7. When done, press Esc twice to return to the Super User mode, then press Crtl/Alt – P to return to the Current Student list.

Examples:

dur|t = dirt	Mun|day = Monday
ku|te = cute	gur|l = girl

Now when a student types in "dur", "dirt" will show in the WordStorm prediction screen.

Fusion Perfect Form™ Keyboard Instruction

Perfect Form, Fusion's on-board keyboard instruction program, offers complete individualized instruction. This is a self-paced program, requiring very little in the way of teacher oversight.

Overview

- 120 sequential, mastery-based lessons.
- Lesson 24 is the Shift Key lesson. ***Proper shift key must be used.***
- Change font size by pressing Font Size key in main/home keyboard instruction screen
- View keyboarding scores by pressing the Score key while in the *main/home* keyboard instruction screen.

All keyboard instruction options can be found by opening "Perfect Form" and pressing the *Menu* key.

Special Note: Proper posture, handshape and homerow hand position are the foundations for speedy and accurate keyboarding. These components should be taught, reviewed and reinforced continually throughout the program.

Perfect Form™ Keyboard Instruction

Self-paced and structured for success

Features

- Requires proper homerow finger placement
- Requires proper shift key usage
- Tracks and monitors individual progress
- 120 sequential, mastery-based lessons
- Press the Score key to see student lesson scores

Homerow Reinforcement and Homerow Points

To be certain fingers are properly placed, before a lesson can be started, the student must press all homerow keys simultaneously. Furthermore, as students progress through their lesson, they will be asked three times to "Press all homerow keys." Not only do they need to press the keys to resume their lesson, they must press them within 1.5 seconds of the signal in order to score a "Homerow Point." The student must score a minimum of two homerow points in order to pass the "Homerow" benchmark.

Sending a report to the computer

- Press the *Send* key while in the main/home keyboard instruction screen.
- Set font on your computer to New Courier 9 pt. prior to sending.

Assessment

Assessments are 60 seconds long and are scored for WPM and Accuracy. These are complete sentences and should not be done until students have learned the location of all keys (lesson 75).

Benchmarks

- WPM
- Accuracy
- Homerow Points

All three benchmarks must be passed before a student can progress to the next lesson. WPM and Accuracy benchmarks are adjustable. [Menu/Level/Set Level]

Perfect Form™ Options

- Disable the Homerow Reinforcement System
- Disable the Shift Key Reinforcement System
- Change benchmark levels
- Alter the screen view (speed, accuracy, lesson timer etc.)
- All options can be found by opening "Perfect Form" and pressing the *Menu* key.
- Press the Score key to see lesson scores

Keyboard Lessons

At the "Desktop" screen ask student to use the arrow keys to highlight "Perfect Form" and press Enter. This is keyboard instruction menu. Students can access: Lessons, Assessment and Practice. Students can also adjust the keyboard instruction font size from this screen. (The instructor should do lessons 1-3 prior to introducing the Fusions to your students.

Lesson 1 - Ready Position

Highlight "Begin Lessons" and press Enter. Lessons one and two are a review of Ready Position, Hand Shape and Homerow finger placement. These are very important lessons and it is best to do this lesson together, having the students or teacher read the text on the screen aloud.

Lesson one is a review of the "Ready Position." When you say "Ready Position," students should snap into position quickly and quietly. Be very strict about posture and hand shape. Do not be in a hurry as you go through these lessons. You are laying the foundation.

Lesson 2 – Hand Shape and Homerow Reinforcement

Lesson two is a review of proper hand shape and the homerow reinforcement program. (Students should NOT press Enter until you give the signal.) Have all students mirror what they see on screen. Read the three "Hand Shape" points aloud multiple times while scanning the class for correct hand shape.

"Homerow Finger Placement" is the next part of Lesson Two. Again, repeat the four points written on the screen while scanning and monitoring students (Students should not press Enter to move forward until you give the okay.)

The final part of lesson two is "Homerow Reinforcement." Perfect Form requires students to maintain a homerow hand position throughout each lesson. This portion of lesson two is an introduction to our homerow reinforcement program. Walk through this section slowly with your students, reading each screen aloud. Prepare your students for the practice sessions. These will be done at the student's own pace.

Lesson 3

Lesson three (and beyond) requires the student to press all homerow keys in order to begin the lesson. Once they have successfully pressed all homerow keys (just briefly) they will see the first keystroke lesson. Students mirror what they see on the first line. (The back space key has been disabled as we do not want students to remove their fingers from the homerow keys).

Each lesson is 90 seconds. Your students will be tracked and monitored for accuracy, speed and homerow points. Remember, students must press ALL homerow keys within 1.5 seconds after the signal in order to score a homerow point. The

benchmark for homerow points is two out of three possible points. (The homerow reinforcement can be disabled – press the "Menu" key in the keyboard instruction menu screen).

At the end of each 90 second lesson a "Lesson passed" or "Lesson not passed" message will appear along with benchmark scores.

Lesson 24 – Shift Key

The Fusion with Perfect Form offers a powerful shift key requirement feature. During keyboarding lessons, students will only be able to use the correct shift key in order to make capital letters. Example: In order to make a capital A, only the right shift key will work. In order to make a capital K, only the left shift key will work. Lesson 24 will explain proper shift key use.

Note: The shift key requirement system can be disabled. Disabling will allow for either shift key to be used to create capital letters. Open Perfect Form, press Menu/Setup/Shift Reinforcement.

Fusion Options

Helpers Disabling Option

To disable spell check and other "writing helpers," open a file and press Menu. Arrow to "Setup," then arrow down to "Disable Writing Helpers." (Helpers disabled will be confirmed on your print-out.)

To re-enable "Writing Helpers", you must type in the "Teacher Password." The default password is "pass." (See pg. 25 for more information on setting teacher passwords.)

Auto Repeat Option

To disable auto repeat, open a file and press the Menu key. Arrow to "Setup," then arrow down to "Keyboard Repeat."

Sticky Keys Option

Press ON then immediately hold down Ctrl/Alt-P. Enter master password (see pg. 25). Press Menu/Setup and press Enter. Arrow to "Sticky Shift Keys".

Key Repeat Delay Option

Press ON then immediately hold down Ctrl/Alt-P. Enter master password (see pg. 25). Press Menu/Setup and press Enter. Arrow to "Auto Repeat."

Fusion Passwords

To access special "teacher only" functionality you will need to access the Super User mode on the Fusion.

Super User Mode

To access the Super User mode, turn the Fusion on and press Ctrl/Alt-P. The Super Password prompt will display a "Passcode" number. Below you'll find the list of Passwords that correspond to the Passcode number. (To exit the Super User mode press Ctrl/Alt-P).

1. **alpha**
2. **bravo**
3. **charlie**
4. **delta**
5. **epsilon**
6. **foxtrot**
7. **george**
8. **hello**
9. **india**
10. **john**
11. **kelly**
12. **lima**
13. **monkey**
14. **nitro**
15. **oxford**
16. **pico**

To override a student password and to re-enable "Writing Helpers," you must type in the "Teacher Password." The default teacher password is "pass." To change the teacher password, access the "Super User" mode (see above), press Menu, then go to "Setup."

Fusion Troubleshooting

My Fusion does not turn on.

- Charge Fusion for at least 30 minutes.
- Press the small reset button (see diagram on pg. ii).

My Fusion screen is too light or too dark.

- Rotate the contrast adjustment screw (see diagram on pg. ii).

The red light does not come on when the unit is plugged into the recharger.

- Press the reset button.

The text to speech has too much static sound.

- Press and hold the reset button in for 30 seconds, then release.

My Fusion lost the text to speech program.

- Press and hold the reset button in for 30 seconds then release.

When sending to a computer, I'm seeing misspelled words or extraneous characters.

- Make sure that the rear of the Fusion is aligned with the infrared receiver and is no closer than 5 inches.
- Try turning off the lights in the room and then send the document into the computer. If the document comes out correctly, then there is interference from the florescent lighting. You may need to shade your Fusion infrared receiver with a small piece of paper.

Warranty

Advanced Keyboard Technology, Inc. warrants the Fusion and display to be free from defects in materials and workmanship for a period of three years from the date of original purchase. During this period, if a defect should occur, AKT, Inc. will, at its option, repair or replace the Fusion at no charge. The Fusion must be returned during the warranty period to AKT, Inc. This warranty is invalid if the Fusion has been damaged by abuse, accident or modification.

Fusion Hotsheet

A one page "Hotsheet" accompanies each Fusion order. This document provides a convenient list of all features which can be activated on your Fusion unit. The Fusion Hotsheet, located in the Operation Guide centerfold, and can also be download from our website: writerlearning.com

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